

BP's Golden Rules of Safety



- ***Permit to Work***
- ***Working at Heights***
- ***Energy Isolation***
- ***Vehicle Safety***
- ***Ground Disturbance***
- ***Confined Space Entry***
- ***Lifting Operations***
- ***Management of Change (MOC)***



BP's safety policy states no harm to people and no accidents. Everyone who works for or on behalf of BP is responsible for their safety and the safety of those around them.

BP's senior leadership are accountable for communicating, training, implementing, and auditing these rules to assure compliance and performance.

The following safety rules will be strictly enforced to ensure the safety of our people and our communities.



BP's Upstream Golden Safety Rules

Although embedded in each of these rules, it is important to emphasize that:

- ✓ Work will not be conducted without a pre-job risk assessment and a safety discussion appropriate for the level of risk.
- ✓ All persons will be trained and competent in the work they conduct.
- ✓ Personal protection equipment will be worn as per risk assessment and minimum site requirements.
- ✓ Emergency response plans, developed from a review of potential emergency scenarios, will be in place before commencement of work.
- ✓ Everyone has an obligation to stop work that is unsafe.



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PERMIT TO WORK

Before conducting work that involves confined space entry, work on energy systems, ground disturbance in locations where buried hazards may exist, or hot work in potentially explosive environments, a permit must be obtained that:

- ✓ *defines scope of work***
- ✓ *identifies hazards and assesses risk***
- ✓ *establishes control measures to eliminate or mitigate hazards***
- ✓ *links the work to other associated work permits or simultaneous operations***
- ✓ *is authorized by the responsible person(s)***
- ✓ *communicates above information to all involved in the work***

***Are you trained and competent to perform this work?
You have an obligation to stop the work if it's unsafe.***



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WORKING AT HEIGHTS

Working at heights of 2 meters (6 feet) or higher above the ground cannot proceed unless:

- ✓ *a fixed platform is used with guard or hand rails, verified by a competent person(s) or ...*
- ✓ *fall arrest equipment is used that is capable of supporting at least a 2275 kg (5000 lbs) static load per person and has:*
 - *a proper anchor mounted, preferably overhead*
 - *full body harness using double latch self locking snap hooks at each connection*
 - *synthetic fiber lanyards*
 - *shock absorber*
- ✓ *fall arrest equipment will limit free fall to 2 meters (6 feet) or less*
- ✓ *a visual inspection of the fall arrest equipment and system is completed and any equipment that is damaged or has been activated is taken out of service.*
- ✓ *person(s) are competent to perform the work*

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ENERGY ISOLATION

Any isolation of energy systems; mechanical, electrical, process, hydraulic and others, cannot proceed unless:

- ✓ ***the method of isolation and discharge of stored energy are agreed and executed by a competent person(s)***
- ✓ ***any stored energy is discharged***
- ✓ ***a system of locks and tags is utilised at isolation points***
- ✓ ***a test is conducted to ensure the isolation is effective***
- ✓ ***isolation effectiveness is periodically monitored***

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VEHICLE SAFETY

Vehicles will not be operated unless:

- ✓ ***vehicle is inspected and confirmed to be in safe working order***
- ✓ ***drivers are trained and certified to operate the class of vehicle***
- ✓ ***passenger number does not exceed manufacturer's design specification for the vehicle***
- ✓ ***seat belts are installed and worn by all occupants***
- ✓ ***hand-held cell phones and radios are not in use by driver***

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GROUND DISTURBANCE

Work that involves a manmade cut, cavity, trench or depression in the earth's surface formed by earth removal cannot proceed unless:

- ✓ *a hazard assessment of the work site is completed by the competent person(s)*
- ✓ *all underground hazards, i.e., pipelines, electric cables, etc., have been identified, located and if necessary, isolated*

Where persons are to enter an excavation:

- ✓ *a confined space entry permit shall be issued if the entry meets the confined space definition*
- ✓ *ground movement is controlled and collapse is prevented by systematically shoring, sloping, benching, etc., as appropriate*

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CONFINED SPACE ENTRY

Entry into any confined space cannot proceed unless:

- ✓ ***all other options have been ruled out***
- ✓ ***permit is issued with authorization by a responsible person(s)***
- ✓ ***permit is communicated to all affected personnel and posted, as required***
- ✓ ***all persons involved are competent to do the work***
- ✓ ***all sources of energy affecting the space have been isolated***
- ✓ ***testing of atmospheres is conducted, verified and repeated as often as defined by the risk assessment***
- ✓ ***stand-by person is stationed***

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LIFTING OPERATIONS

Lifts utilizing cranes, hoists, or other mechanical lifting devices will not commence unless:

- ✓ *an assessment of the lift has been completed and the lift method and equipment has been determined by a competent person(s)*
- ✓ *operators of powered, lifting devices are trained and certified for that equipment*
- ✓ *rigging of the load is carried out by a competent person(s)*
- ✓ *lifting devices and equipment has been certified for use within the last 12 months (at a minimum)*
- ✓ *load does not exceed dynamic and/or static capacities of the lifting equipment*
- ✓ *any safety devices installed on lifting equipment are operational*
- ✓ *all lifting devices and equipment have been visually examined before each lift by a competent person(s)*

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MANAGEMENT OF CHANGE (MOC)

Work arising from temporary and permanent changes to organization, personnel, systems, process, procedures, equipment, products, materials or substances, and laws and regulations cannot proceed unless a Management of Change process is completed, where applicable, to include:

- ✓ ***a risk assessment conducted by all impacted by the change***
- ✓ ***development of a work plan that clearly specifies the timescale for the change and any control measures to be implemented regarding:***
 - ***equipment, facilities and process***
 - ***operations, maintenance, inspection procedures***
 - ***training, personnel and communication***
 - ***documentation***
- ✓ ***authorization of the work plan by the responsible person(s) through completion***

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